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From: Milbeck, Regina
Sent: Wed 8/19/2015 4:26:53 PM
Subject: Updated Site-Specific Charging Guidance

Good Morning Everyone,

We realize the collaborative guidance sent out by OB/OSWER left many questions unanswered. Below is some further guidance for everyone based on multiple site charging situations:

Good Morning Everyone,

We realize the collaborative guidance sent out by OB/OSWER left many questions unanswered. Below is some further guidance for everyone based on multiple site charging situations:

This applies to all Superfund and non-Superfund employees.

Regular Time:

Working 100% on GKM – site charge 100% to the account favorite loaded in PPL+ (2015 T 06L 303DC6 A8K9RV00).

Working less than 100% on GKM – only site charge to the account favorite loaded in PPL+ (2015 T 06L 303DC6 A8K9RV00) for the hours you actually worked on the site.

Overtime:

Should all be charged to the account favorite loaded for you in PPL+ (2015 T 06L 303DC6 A8K9RV00).

You will have to enter one line for regular time and another for overtime, assuming you are working both regular and overtime hours.

Site-Travel

Site Travel to GKM for staff outside of Superfund needs to be Crossfunded by SF. Contact Cincinnati Help Desk to attached following Superfund crossfund information to TA before the TA is signed:

Organization: EPAR06SF

Label: 15 SF Crossfund GKM

Superfund staff will charge site travel to GKM using 2015 T 06L 303DC6 A8K9RV00

Please ensure you are no longer charging to A6LSXX00.

Missy Milbeck, Comptroller

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Office of the Regional Comptroller

